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DCI/ICS 82-5766 29 September 1982

MEMORANDUM FOR:

Pictorial Services Branch, OCR

FROM:

Chief, Administrative Staff, ICS

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SUBJECT:

Request for Acquisition of Video and Audio Training Programs

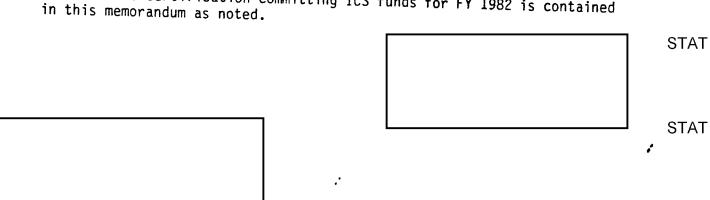
1. Based on previous conversations with you, listed below are the desired training programs in video cassettes and audio cassettes we would like for your office to acquire for us:

Video Cassette	Source	Estimated Price	
Managing Stress	CRM/McGraw Hill	\$ 575.00	
Memory	CRM/McGraw Hill		
One Small Step	Cally Curtis Co.	560.00	
Time of Your Life	Cally Curtis Co.	480.00	
Workplace Hustle		480.00	
	Clarks Communication	536.00	
Speaking Effectively to One or One Thousand	CRM/McGraw Hill	550.00	
Achieving your Potential	Pacific Institute	3,000.00	
Effective Writing	Telstar Productions		
Speed Reading System		1,500.00	
	Time-Life V i deo	3,950.00	
Better Spelling	Telstar Production	1,500.00	
Negoitating Successfully	Time-Life Video	2,500.00	
Desk Set	Time-Life Video	2,000.00	
		1,200.00	
		\$16,831.00	

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Audio Cassettes	Source	Estimated Price		
Assertiveness for Career and Personal Success	AMACOM	\$	100.00	
Gregg Shorthand	McGraw-Hill		570.00	
Understanding and Pre- dicting Human Behavior	Fred Pryor Resource Corp.		80.00	
Creative Problem Solving	AMACOM		100.00	
Interviewing Skills	Resources for Education and Management		65.00	
Art of Dictation	Source Not Known		200.00	
		\$ 1,	,115.00	
	Total for Vide Total for Audi	o Cas o Cas	settes settes	\$16,831.00 + 1,115.00
2 The contification		Grand	Total	\$17,946.00

2. The certification committing ICS funds for FY 1982 is contained



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Distribution: DCI/ICS 82-5766	
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